

Appendix A

# **RUNNYMEDE BOROUGH COUNCIL**

## **Garage Allocation Policy**

DRAFT

Review due:

## 1. Introduction

1.1 This policy applies to garages owned and managed by Runnymede Borough Council.

## 2. Aim

2.1 The aim of this policy is to;

- Ensure garages are allocated fairly and efficiently to maximise rental income
- Ensure applications are dealt with fairly
- Operate a garage lettings system that is easy to understand and transparent

## 3. Allocation

3.1 Council garages will be allocated in the following property order;

- **Priority 1-** Council tenants in the properties for which the garages were initially built with a disability or age requiring a garage in close proximity
- **Priority 2-** Council tenants in the properties for which the garages were initially built
- **Priority 3-** Non-Council Tenants within the local area
- **Priority 4-** Other applicants

## 4. Garage Use - Conditions of Tenancy

4.1 Garages are let in accordance with the Council's garage condition of tenancy.

4.2 A garage must only be used for the garaging of a taxed, insured and roadworthy domestic vehicle.

Garages are not suitable for storage of any other items and must not be used for any criminal or illegal purpose.

4.3 Garages should not be Let for the purpose of a business that will interfere with local residents.

No vehicle repairs or antisocial activities may be carried out within the garage area.

4.4 Garages cannot be sub-let

4.5 The Council will not be held liable in respect of loss of or damage to any property brought onto any garage premises.

## 5. Rent Payable

5.1 Garage will be let on a weekly license, rent is payable in advance.

If an applicant has an outstanding debt to the Council their application will be deferred and no offers will be made until they have cleared the whole outstanding debt. This includes debts which have been passed to a collection agency due to non-payment.

5.2 If rent is not paid the garage will be repossessed and a charge will be made for the lock change and clearance of any items.

The Council's preferred method of payment is Direct Debit

## **6. Termination**

6.1 Garage agreements are weekly agreements, to terminate an agreement one week's notice is required.

6.2 The garage must be returned clean and tidy, failure to clear the property of personal belongings or rubbish may result in a charge to the Licensee.

6.3 In the event of the Licensee's death, their next of kin (if known) will be given a reasonable period of time to return the keys. The weekly Licence Fee will still be payable until the keys are returned.

## **6. Consultation, communication and training**

6.1 RBC will provide clear and comprehensive advice and information to residents, with an aim for a single point of contact.

## **7. Monitoring and performance management**

7.1 We aim to review this policy in three years to ensure it reflects current legislation and the latest examples of best practices.

7.2 In order to analyse success in maximising rental income, there will be regular performance monitoring of the proportion of garages that are empty and how long it takes to re-let empty garages.

## **8. Equalities Implications**

8.1 In producing this document an Equality Impact Assessment (EIA) has been carried out.

8.2 An EIA is a way of assessing the impact, or likely impact, that a particular policy, procedure or decision will have on particular groups. This is used to assess whether in making the decision whether the Council has complied with its public sector equality duty under S149 of the Equality Act 2010 (as amended) to; eliminate discrimination and any

other conduct that is prohibited under this act and to advance equality between those who share a protected characteristic.

8.3 The screening found XXX

## 9. Related strategies/Documents

[Garage Allocation- Lock-Up Garages Conditions of Tenancy](#)

## 10. Version Control

| Version Number | Date Amended | Comments            | Date Approved | Author      | Approved By |
|----------------|--------------|---------------------|---------------|-------------|-------------|
| V1             | October 2022 | First draft created |               | Maggie Ward |             |
|                |              |                     |               |             |             |
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